

MADERA COUNTY

ASSISTANT CORRECTIONS DIRECTOR

DEFINITION

Under administrative direction, to assist with planning, directing, managing, and overseeing the functions of the Madera County Department of Corrections; to assume responsibility for assigned Department programs and activities; to provide information and answer questions from inmates and the public; to serve as Corrections Director in the Director's absence; and to do related work as required.

SUPERVISION EXERCISED

Exercises direct supervision over supervisory, technical, and clerical staff.

EXAMPLES OF IMPORTANT AND ESSENTIAL DUTIES

Assists with planning, directing, managing, and overseeing the functions of the Madera County Department of Corrections; assesses and recommends solutions to complex problems affecting Department operations and functions; assists in developing, administering, and monitoring the Department budget; selects, directs, supervises, trains, and evaluates assigned staff; coordinates Department functions between shifts and work units; serves as Training Officer involving developing, implementing, and managing in-house training programs; manages internal affairs investigations for policy violations and complaints; works with other County or outside agencies regarding special cases or special needs for handling inmates; receives and responds to Correctional Officer and inmate grievances and appeals regarding disciplinary actions; assists in the development of Department policy and procedure manuals; supervises visitors; conducts inmate advisory meetings; provides information to the public and inmates; oversees the preparation of and prepares reports and presentations on assigned functions and activities; performs the full range of Correctional Officer assignments and duties as required; serves as the Corrections Director upon the request or absence of the Corrections Director.

OTHER JOB RELATED DUTIES

Performs related duties and responsibilities as assigned.

JOB RELATED AND ESSENTIAL QUALIFICATIONS

Knowledge of:

- Operational characteristics and functions of a correctional program.
- Principles and techniques of management and program administration.
- Principles of supervision, training, and performance evaluation.
- Pertinent Federal, State, and local laws, codes, and regulations related to jail operations, care and custody of prisoners, and booking procedures.
- Problems and issues related to the care and custody of prisoners.
- Principles and practices of budget development, preparation, and expenditure control.
- Proper firearm use and maintenance.

Skill to:

Operate modern office equipment including computer equipment.
Operate a motor vehicle safely.

Ability to:

Assist in planning, directing, managing, and overseeing the programs, functions, and operations of the Department of Corrections.
Maintain administrative responsibility for assigned Department functions.
Develop, implement, and monitor training programs.
Recommend and implement policies and procedures to ensure proper control and discipline among prisoners.
Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
Communicate with inmates and inmates families.
Prepare and present accurate and comprehensive reports and recommendations.
Develop and prepare an assigned budget and control expenditures.
Effectively represent the programs and operations of the Department of Corrections to the public, inmates, community organizations, and other government agencies.
Interpret, apply, and explain the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
Communicate clearly and concisely, both orally and in writing.
Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Experience and Training Guidelines:

Any combination equivalent to experience and training that would provide the required knowledge, skills, and abilities would be qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Experience:

Five years of increasingly responsible experience working within the functions and operations of a correctional facility including one year of experience comparable to that of a Correctional Lieutenant with Madera County.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with major course work in criminology, criminal justice, or a related field.

License or Certificate:

Completion of requirements for California Penal Code 832 with firearms and chemical weaponry training.
Completion of Board of Corrections' Corrections Officer Basic Academy and Administration Core Course.
Possession of, or ability to obtain, an appropriate, valid driver's license.

Special Requirements:

Essential duties require the following physical skills and work environment:

Ability to work in an office environment within the correctional facility.

Must meet physical, background, and job related standards as established by the State of California and Madera County to ensure safety of department personnel and the general public.

Effective Date: May, 1995